

## Welcome to...

### if involved in a 'near-miss' incident

- Notify your supervisor immediately of occurrence.
- Contact the OHS & W representative on site.
- Complete a Commercial Design Consolidated (NSW) Pty Ltd Injury/incident Investigation report.
- Follow up remedial action with OHS&W representative or supervisor.
- Inform Commercial Design Consolidated (NSW) Pty Ltd of outcome.

If you need further advice or are unsure about any health and safety issues, please contact Commercial Design Consolidated (NSW) Pty Ltd.

### Important considerations

- If, for any reason, you are unable to attend work, or are running late for an assignment, please contact Commercial Design Consolidated (NSW) Pty Ltd immediately.
- If you experience any difficulties at the workplace you have been assigned, and are unable to resolve them with your workplace supervisor, please contact a Commercial Design Consolidated (NSW) Pty Ltd consultant as soon as possible.
- It is extremely important that you keep our client's work confidential. You have a legal obligation to Commercial Design Consolidated (NSW) Pty Ltd not to divulge any client information.

- When a consultant gives you a contract over the phone, please make sure you write the details down.
- When you are available for work, please let us know.
- Please advise us immediately if you change your address, phone number or bank account details, etc.

If you are not working, it's a good idea to remain at home and be ready for work until about 10:30am each morning, or call your local consultant with an alternative contact number or mobile number and state your availability. Then, if a suitable assignment comes up we can feel confident that you're available and ready for work..

**Contact us, we are here to help.**



**Commercial Design**  
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**We would like to take this opportunity to thank you for choosing to work for us, and we hope you will enjoy every assignment Commercial Design Consolidated (NSW) Pty Ltd offers you.**

As a representative of Commercial Design Consolidated (NSW) Pty Ltd, we respect a professional appearance, flexible attitude and 100% commitment from all our contractors. These attributes are the ingredients that make our contractor workforce so successful, this in turn provides you the opportunity to work within a wide variety of industries and organizations, as a respected Commercial Design Consolidated (NSW) Pty Ltd contractor.

In return for your commitment to us, we will do our utmost to match your skills, experience and career objectives when placing you on each assignment.

This booklet has been designed to help with any questions you may have with regard to how you get paid, your superannuation, health & safety issues as well as providing general tips on what you should do as a Commercial Design Consolidated (NSW) Pty Ltd contractor.

Please take the time to read it, and if you have further questions please contact Commercial Design Consolidated (NSW) Pty Ltd.

## Company Information

Commercial Design Consolidated (NSW) Pty Ltd is a wholly Australian owned and operated company, supplying expert engineering technical staff since 1966

We supply quality permanent /contractors to hundreds of companies, operating in the Industrial, Commercial business plus State and Local Government sectors.

Visit our web site [http:// www.commercialdesign.com.au](http://www.commercialdesign.com.au) for more detailed information about Commercial Design.

## Office hours

Commercial Design's normal office hours are between 8.00am and 5.00pm, Monday to Friday.

If you need to contact us after hours, simply telephone your Commercial Design Consolidated consultant, business card attached.

Please note; however, that calls after hours should be restricted to emergency use only (i.e. Your inability to attend work, running late for work etc).

## Your contract

You should only accept a contract assignment if you can:

- Commit to the entire length of the contract assignment
- You have informed your consultant of any events which mean you are unable to work during the period of your contract

You are willing to put interviews and appointments for other contract assignments on hold until contract is completed.

## Health and Safety

Familiarise yourself as to your responsibilities by reading OH&S information supplied!

## If injured at work:

- Seek medical attention immediately.
- Notify your direct supervisor and the OHS & W Representative on site.
- If required, obtain medical attention at an employer approved facility.
- Depending on the seriousness of the accident, notify Commercial Design Consolidated (NSW) Pty Ltd immediately. If the accident is minor (no lost time), notify Commercial Design Consolidated (NSW) Pty Ltd as soon as practical.
- Also, as soon as possible after the incident, complete the workplace reporting forms as well as a Commercial Design Consolidated (NSW) Pty Ltd Injury/incident Investigation report.
- If the incident results in a workers compensation claim being made, ensure that all necessary Work Cover documentation is completed. (Please note that we cannot pay you if the Work Cover documentation has not been completed).